



Occupational and Business Licensing  
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## LICENSING REQUIREMENTS DRIVE SCHOOLS

NAC 483.735 **"School for training drivers"** defined. "School for training drivers" means a business conducted by a natural person, association, partnership, corporation or other business entity, for the education of students, in a classroom or motor vehicle, or both, in preparation for the examination for a driver's license or learner's permit required by the department to operate a motor vehicle.

1. Application for Business License (form # DS237). Application must be completed in full and signed by a principal of the business. NRS 483.700
2. Personal History Questionnaire completed by each principal or corporate officer of the business. NRS 483.710.1
  - A. Indicate driving history, not more than 2 traffic offenses or gross misdemeanors or felonies. NAC 483.750.1(d)(e)(f)
3. Two full sets of fingerprints for each principal and/or corporate officer, on cards supplied by the Department. Applicants must be fingerprinted by an authorized Occupational and Business Licensing representative or a law enforcement agency. (Some agencies may charge to fingerprint - check with your local agency). NAC 483.752 (1)
4. Fingerprint processing fee, \$45.00 (Processing fee are charges accrued by running prints through Nevada Criminal Repository and FBI for background checks). NRS 483.7205
5. Authorization for Release of Information Form signed by each individual being fingerprinted. Release must be notarized or signature witnessed by an authorized DMV representative. NAC 483.752 (2)
6. Child Support Information Form completed and signed by each principal. Corporate officers are not required to submit a completed child support form. NRS 483.722
7. A surety bond in the amount of \$10,000. NRS 483.710.6
8. Behind the Wheel activity: Insurance CERTIFICATE showing automobile liability coverage with the department as a certificate holder. Bodily injury or death for one person in any one accident \$100,000, Bodily injury or death for two or more persons in any one accident \$300,000 and Property of others in any one accident \$50,000. (CSL = combined single limit is acceptable). NRS 483.740
9. Non-refundable license application fee of \$50, license fee due annually. NRS 483.780.
10. City or county business license. NAC 483.754 (b)
11. Fictitious Firm Name filing. NAC 483.7605 (f)
12. Copy of Certificate of Incorporation and Corporate filing, annual list of officers from the Nevada Secretary of State's office, if applicable. If business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's office. NAC 483.7605 (f)
13. Established place of business within this state, that is open to the public, not within 200 feet of any building used

by the department, as an office and where the records of the school are maintained. Place of business must have:

- A. Heating and air conditioning;
- B. Lighting;
- C. Ventilation;
- D. Fire exits;
- E. Cleanliness;
- F. Accessibility of the classroom to the area for parking;
- G. Space for each student;
- H. Facilities for the disabled;
- I. Desks or tables and chairs; and
- J. Restroom facilities.

NRS 483.710.2 and NAC 483.766

- 14. Two color photographs that clearly show the exterior of the business to include the display sign. NAC 483.7605 (f)
- 15. Days and hours of business. NAC 483.750.1 (2)
- 16. Provide a list of vehicles to be used by the school for instruction, including the year, make and model of each vehicle, a copy of the lease agreement if the vehicle is leased. NAC 483.750.2(a)(b)(c)
- 17. Education Requirements:
  - A. Satisfactorily prove that a high school diploma or its equivalent has been earned. NAC 483.752.1 (1)
  - B. Have at least 100 hours of experience as an instructor operating vehicles with pupils at a school for training drivers. NRS 483.710.5
- 18. The classroom instruction plan, if applicable, including copies of detailed training outlines, course handouts, audio-visual aids, a list of related films or videos used by the school, course evaluation and all examinations which will be administered. NAC 483.777.1
  - A. The proposed plan of behind the wheel training that the school will offer, if applicable, including copies of detailed training outlines. NAC 483.750.2(d)
- 19. A site inspection will be conducted by an authorized representative of the department to ensure there is space for each student, \* facilities for the disabled, desks or tables and chairs, restroom facilities and accessibility of the classroom to the area for parking. NAC 483.754.3 (1)
- 20. Copy of student records will need to be maintained for at least three years, NAC 483.770. Copy of the certificate of completion will need to be maintained as well, NAC 483.7898.

Nevada Revised Statute 483.700 to 483.780

Nevada Administrative Code 483.710 to 483.795

\* ADA Public Law 101-336, Title III, Private entities in place of public accommodation.